



Council Minutes

November 26th, 2013

ROLL CALL: Mayor Don Ware called the meeting to order at 7:00 p.m. with Councilors Cole, Shepherd, Van Sandt, Chambers, Boyanovsky, and Gerber present. Public Works Superintendent Karl Frink was excused. Administrative Assistant Tammi Morrow and City Administrator Scott McDowell were also present.

PUBLIC: Anne Hankins, Don Leber, Karama Billick, Librarian Sherri Lemhouse, Angela Pellerin, Debbie Berry and Lorraine Still from the Eugene Kennel Club.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: Mr. McDowell would like Council to add the Historic Registry & Downtown Discussion to the agenda, and to postpone Public Hearing Item 6) C - Central Linn Recreation Association Agreement Review until the January meeting.

MINUTES: Council reviewed the minutes of the October 22nd & October 29th, 2013 meetings. *Councilor Cole moved to approve the minutes as presented. She also complimented Tammi Morrow, Administrative Assistant, for doing a great job with the minutes. The motion was seconded by Councilor Van Sandt and was approved unanimously.*

PUBLIC HEARINGS OR PRESENTATIONS:

Bi-Mart Willamette Country Music Festival (BWCMF) – Anne Hankins, Karama Billick, and Don Leber were present to discuss the 2013 BWCMF. Ms. Hankins reported that they had a very successful year on many fronts. The new alcohol policy made the camping areas much better, traffic was improved dramatically, and the Festival has received glowing reports from the local authorities. Ms. Hankins also reported that they are 90% done with the planning for the 2014 event. They will probably have a January hearing with the Linn County Commissioners and will present to them a structured growth plan similar to last year's plan, and will ask for a two-year permit. They are projecting to ask for an increase of attendees to 18,000 this year, with structured growth for the next year. Ms. Hankins stated that they do not want to overgrow the property. They did increase security by 7,700 hours this year. Ms. Hankins also discussed the new Cape Blanco event planned this year on the Southern Oregon Coast. By combining the two events, the BWCMF is able to save substantial funding by cutting their costs with production and artists. This year they donated \$58,000 in tickets to the Sharing Hands gift baskets program alone. Councilor Cole inquired as to whether they were in need of permanent structures at the Brownsville event. Ms. Hankins assured Council that they acknowledge that the Brownsville event is held on EFU (Exclusive Farm Use) land, and that no permanent structures are allowed, and they operate within those parameters very well. She said that these events are operated as a build-out operation. The festival moves in, builds the "city," and then removes all structures. Don Leber, from Bi-Mart, talked about advertising. The Brownsville event is becoming very well known all over the country. Mr. Leber stated that the Festival will continue to bolster and market our area in terms of the real estate market, tourism, etc. He thanked Council for their support over the last few years, and stated that we are stronger together than independently. Mr. Leber encouraged Council to reach out to them for help if they needed it. Councilor Cole stated that she could really see what the



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Festival has done for the Brownsville community, local schools, and various other organizations. It feels like we are really becoming a partnership, and that things are headed in the right direction; she has heard a lot of positive feedback.

Eugene Kennel Club (EKC) – Angela Pellerin and Debbie Berry were present to discuss the EKC event. They are co-chairs of the event this year. They are working on growing their event, and it is getting better each year. They will continue to try to get more commerce for city businesses, perhaps by offering a 10% coupon off for local restaurants, etc. The Brownsville venue has really changed their event – it has turned into a less serious, more fun event. They likened it to a “Norman Rockwell” setting. They are very much looking forward to another great year in our park this upcoming Summer and expressed their appreciation to Council for making it happen. *Councilor Cole moved to authorize Mr. McDowell to sign the annual contract with the Eugene Kennel Club. Councilor Boyanovsky seconded the motion, and it passed unanimously.*

Central Linn Recreation Center – Mr. McDowell reported that this item will be tabled until Mr. George Frasier can be present at Council to provide a report in January.

Library Advisory Board Manual– Librarian Sherri Lemhouse presented her report to Council. It was her birthday, so Council sang Happy Birthday to her. Ms. Lemhouse reported that she has been the librarian for 5 years. She discussed the past, present, and future for the Library. In February 2011 the Library went electronic! Yay! Ms. Lemhouse has increased the programs from 1 when she started to about 16 scheduled programs next year. Storytime, Summer Reading Program, Book Club, Stitchery Group, Genealogy are some of the featured programs. Ms. Lemhouse closed her report with the statement, “Brownsville Welcomes You Home, Come to the Library and meet everyone else!” Council expressed their appreciation of Ms. Lemhouse’s work at the Library, and making it such a great thing for our community. *Councilor Van Sandt made a motion to pass the revised Library Advisory Manual. Councilor Cole seconded the motion, and it passed unanimously.*

DEPARTMENT REPORTS:

1. **Sheriff’s Report.** Sergeant Brad Kelley reported that LCSO will have an open south county position soon. Our regular deputies are Officers Putney, Rossiter, and Sutton. In regard to the BWCMF – the Sheriff’s Office reports that from their standpoint, it was a great event this year. It was a much better atmosphere, and folks felt a lot safer.
2. **Public Works.** Mr. Frink was on vacation, so Mr. McDowell made a Public Works report to Council. There was a water leak this weekend, but it was handled well by Staff. An employee was injured, but all is well on that front. The leaf collection in the Park will start next week. The Church of Latter Day Saints has offered to assist in this cleanup project. They also do cemetery work for the City periodically. Mr. McDowell reported that an infiltration pump has failed (reference R 721), and that Staff would like to replace the other pump before it fails as well. Christmas lights will be going up next week. Public Works Superintendent Karl Frink is still working out the details with The Automation Group on the Water Treatment Plant computer. The Public Works crew is working well together.



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3. Administrator's Report. Mr. McDowell thanked Sergeant Kelley for his assistance in dealing with some abandoned vehicles in town, and Mayor Don Ware & Councilor Shepherd for their help at the front desk relieving Staff as necessary. *1044 Pine* – Mr. McDowell informed Council that he and Ms. Morrow had gone out and visited with Diana Young about their unsafe structure at 1044 Pine. Mrs. Young stated that she and her husband had been talking about their options. Mr. McDowell requested that they submit a plan for the repairs by Christmas complete with a timeline. *382 Kirk* – Mr. McDowell and Ms. Morrow also visited with Colleen Garrison. A cleanup plan was mutually agreed upon, with the freezer on the front porch being tarped until next summer when it will be moved into the back. *613 Kay Street* - Mr. McDowell and Ms. Morrow then continued on to visit with Wendy Houtz. This property has been posted. The Houtz requested an extension, which we granted until January 8th, 2014 (approximately a 6-week extension). Discussion ensued about what items would need to be removed by the extension date. *305 Kirk* – Mr. McDowell reported that the City had issued an RV permit for this property. The permit expires on December 5th, 2013. If RV is not moved, or closed up (no longer anyone living in it), the City will post a cease and desist letter and will proceed through the Court process if needed. Mr. McDowell is also in possession of a 56 page report from LCSO about ongoing problems at this address. The City has been approached by Steve LaCoste about taking possession of the west end of Kay Street. This street has many drainage issues, and until the existing problems are corrected, the City is not interested in taking possession of the street. Don Lyon will be taking over as coordinator of the Farmer's Market. We have allowed them space in the red barn on Park to store supplies, materials with a follow-up meeting to happen in early January 2014. The space they are using has increased substantially from what was agreed upon. Mr. McDowell had a meeting with them, and some improvements will be made to the building, and the footprint reshuffled so that the building can be a dual-use building again. *Historic Registry* – Mr. McDowell reported that he had contacted Joni Nelson and asked her to come to Council and present her ideas on the Historic Registry. Ms. Nelson really wanted to take the matter to Chamber first, not Council. Mr. McDowell reminded Council that town hall meetings have worked well in the past and that might be the right course of action on this matter. All downtown business owners and other interested parties would be invited, so everyone would get a chance to express their opinion and hear all of the information at the same time. Councilor Cole stated that she thought this was just an exploration on Joni's part, there is no formal plan yet, and that a town hall meeting might be a great second step in the process. Mayor Don Ware commented that that he hoped the downtown business owners would show up at a town hall meeting as they could be key to supporting and passing this proposition. Mr. McDowell reported that he has an OPRD Grant Advisory Committee on Tuesday. He is undecided whether or not he will continue on this Board, he will need to feel that his time spent on this Committee will be beneficial. Mr. McDowell reminded Council that the annual Christmas Party is scheduled for December 6th, 2013 at 6:30 p.m. in the Community room at City Hall.
4. Library Report. No comments.
5. Court Report. No comments.



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6. Council Comments. No comments.
7. Citizen Comments. No comments.

LEGISLATIVE:

1. R 721: Miscellaneous Transfers (Infiltration Gallery Pumps). *Councilor Cole made a motion to approve R 721 as presented. Councilor Van Sandt seconded the motion and it passed unanimously.*
2. O 741: Noxious Weeds Revision (First Reading). *Councilor Gerber made a motion to read by title only. Councilor Cole seconded the motion and it passed unanimously.*

ACTION ITEMS:

1. Brownsville Chamber of Commerce Request. The City has received an invoice from the Chamber of Commerce for the summer flower baskets. Mr. McDowell had asked them for a bill so that the City could help defray their costs. He suggested that the City could put this into an MOU format each year if Council would like. Councilor Shepherd would like the invoice to read "Flower Baskets" instead of "Charge for some of the watering for flower baskets". *Councilor Gerber made a motion to approve this expenditure with amended invoice, and to add this arrangement into MOU form annually. Councilor Cole seconded the motion and it passed unanimously.*
2. Conditional Use Applications. Mr. McDowell requested Council approve two temporary Conditional Use Permits for Home Occupations due to the Planning Committee being unable to meet until January. Mr. McDowell has talked to a few members of the Planning Committee and informed them that these temporary Conditional Use Permits in no way reflects the City's standing or authority to authorize Conditional Use Permits. *Councilor Cole made a motion to allow these temporary Conditional Use Permits to allow the businesses to continue to operate until their January Planning Commission Hearing. Councilor Boyanovsky seconded the motion and it passed unanimously.*
3. Authorize Park Caretakers Advertisement. *Councilor Cole made a motion to authorize Mr. McDowell to advertise locally to fill the Park Caretaker position. Councilor Shepherd seconded the motion and it passed unanimously, with Mayor Don Ware abstaining stating conflict of interest.*
4. Resolution Renumbering Proposal. Mr. McDowell presented a proposal to begin a new resolution renumbering system. The resolution numbers will start with the four digit year, and then a sequential number after that. *Councilor Cole made a motion to approve the new Resolution Numbering System. Councilor Van Sandt seconded the motion and it passed unanimously.*



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DISCUSSION ITEMS:

1. CLSD & Calapooia Food Alliance – Community Garden Agreement. Mr. McDowell reported that this agreement comes up in March, but generally the City starts working on it in December. This will be the third year of the agreement. Participants in the agreement are the Calapooia Food Alliance and the Central Linn School District as the garden is on their property. The City provides water for the gardens up to a certain limit, and also installed the meter. Councilor Van Sandt would like to invite them to the next meeting to discuss the garden. Councilor Shepherd stated that he gets a lot of negative feedback about the unsightly condition of the gardens at times. Council agreed for Mr. McDowell to go forth on this agreement.
2. Economic Development Process. Mr. McDowell reviewed current economic development growth. McFarland Cascade is moving forward with their operation on the southwest section of town. As discussed last month, their improved utilities will set Brownsville up for economic development out there for a number of years to come. Mr. McDowell stated that economic development is challenging in the State of Oregon. The Department of Land Conservation & Development dictates what the City can and cannot do to a great degree; that given, Brownsville has positioned itself as well as possible with the circumstances. The town is in the process of elongating and re-developing on the south side with the new Dr. Glenn building, Bramble House, and Kirk's Ferry all out on Highway 228. It really is a very exciting time.
3. Weapons Discharge. Mr. McDowell reported that Council had discussed briefly last month the need to revisit the Weapons Discharge policy in the Brownsville Municipal Code. He would like some feedback from Council before moving forward with any proposed changes. As he stated last month, our insurance company has indicated that they would like us to be more proactive with our Brownsville Municipal Code language by re-instating the permitting process for weapons discharge. Their main concern seems to be the size of the lots with high powered weapons discharge (such as bows and arrows). Mr. McDowell remarked that we are not necessarily going for a certain size lot, or a permit fee, Council just needs to set some parameters. Councilor Cole stated that if this is what we are being advised to do this, Council should definitely listen. McDowell will bring back some options for consideration at the next meeting.
4. October Financials. Discussion called for, no questions were asked.

CITIZEN COMMENT: None.

COUNCIL COMMENTS: Mr. McDowell informed Council that the State Mortuary Board has requested information on plots sold, ashes scattered, etc. Mr. McDowell also distributed to Council a letter from Linn County regarding medical marijuana dispensaries. Mr. McDowell reported that he will monitor and report back to Council on these issues.



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EXECUTIVE SESSION: The Council adjourned to Executive Session at 8:32 p.m. pursuant to ORS 192.660 Section (e) and (i).

Mayor Ware & Council returned to Regular Session at 8:44 p.m.

Councilor Gerber made a motion to exercise the quitclaim deed on the Old Leo Haney property from the Marchbanks' development. The motion was seconded by Councilor Shepherd and the motion passed unanimously.

ADJOURNMENT: *Councilor Van Sandt moved to adjourn, with Councilor Shepherd seconding the motion.* The meeting was adjourned at 8:45 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware